



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

506.00

PAGES:

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CHAPTER:

Juvenile Services

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-5E-01 thru 5E-06; ACA 3-JDF-5D-01/02/03

SUBJECT: Library Services

DATE: October 1, 2007

POLICY

This policy governs the facility's library program, including acquisition of materials, hours of availability, and staffing

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

PROCEDURES

1. All facilities will have library services that provide, at a minimum, the following:
 - a. planned and continuous acquisition of materials to meet the needs of users
 - b. logical organization of materials for convenient use
 - c. circulation of materials to satisfy the needs of users
 - d. information services to locate facts as needed
 - e. a reader's advisory serve that helps provide users suitable materials
 - f. promotion of the uses of library materials
 - g. a congenial library atmosphere
2. The facility superintendent/director will have available a qualified person who coordinates and supervises library services.
3. The principles, purposes, and criteria used in the selection and maintenance of library materials should be designed to meet the educational, informational, and recreational needs

